

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

----- MEETING SUMMARY -----

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95205*

Thursday, April 11, 2002 – 7:00 a.m.

<<<APPROVED>>>

1. Commencement of Meeting

Roll Call: Commissioners de Polo, Dei Rossi, Flenoy-Kelley, Gutierrez, Snider, Vera, Vice-Chair Fujii and Chair Mitchell were present. Commissioner Adubofour was excused. A quorum was declared.

2. Approval of Meeting Summary March 14, 2002

Motion: Approve the Meeting Summary for March 14, 2002 (Snider/Dei Rossi with abstentions from Commissioners Flenoy-Kelley and Gutierrez, motion carried 6-0)

3. Program Coordinator's Report

Highlights included:

- ✓ Welcome of new Program Assistant IIs; Easter Calvit-Chandler, Patricia Jacquez and Jeff Riddick. The new staff members joined the program on April 8, 2002.
- ✓ Kits are over booked! There are over 111 agencies distributing kits in our county and we are still getting requests for kits on a daily basis and the SJC allotment has been exceeded. New allocations from the state are expected on July 1st. The Commissioners requested a monthly report on the kit distribution.
- ✓ PC requested direction from the Commission regarding contractor issues and when the Commission would like to be made aware of problems with a contractor. Discussion included monitoring tools for contractor awareness, adding any major discrepancies to the end of the program coordinator report each month, creating a report, similar to the recommendation for funding format, that tracks compliance issues, what information is appropriate for public documentation or possible legal consequences and due process. County Counsel, Mike McGrew, recommended that the topic be brought back as a consent calendar item on next month's agenda as a suggested policy. Chair Mitchell directed PC to meet with County Counsel and put together a package for the next Commission meeting.

Chair Mitchell recommended that the Planning Committee discuss organization of a committee for Integrated Systems.

4. Motion on Consent Calendar:

- a. Approve Program Coordinators Recommendations for Letters of Intent
- b. Approve Program Coordinators Recommendation for Additional Match Funds for School Readiness – Year 4
- c. Approve Program Coordinators Recommendation for Child Care Initiative

Clarification was made on how to pull an item for more information and discussion. Item a. was pulled, Item b. was pulled, leaving item c. as the only item on the Consent Calendar.

Motion: Approve Consent Calendar item c. Approve Program Coordinators Recommendation for Child Care Initiative (Vera/Fujii; motion carried 8-0)

Discussion on **item a.** included clarification of the protocol used to recommend or not recommend a Letter Of Intent be invited to submit a Request For Proposal, and the extent of the technical assistance received by potential proposal submitters. Program Coordinator offered the amount of technical assistance utilized be noted on a checklist to the Commissioners for the next round of funding.

Jose Rodriguez- Executive Director of Concilio – Council for the Spanish Speaking, requested clarification on the reason for not recommending their LOI and the negotiation process for extension of their current contract. It was explained that per the language used in the Letter Of Intent, Concilio was requesting a new proposal to fund the already contracted program and that contract extensions from one year funding to three year funding would fill the need for the currently existing program. Compliments were also extended to the program coordinator and her staff for the technical assistance they provide, and assurances were given on working out the minor discrepancies in the current contract.

Questions arose around a procedure/policy for extending contracts and will be addressed at a later date as evaluation information is received.

Requesals for conflict of interest were noted for abstainsion from the vote by Commissioner Vera for the Community Partnership for Families Infant/Young Child Mental Health program recommendation, Commissioner Dei Rossi for the San Joaquin County Creative Learning recommendation and Commissioner Mary Flenoy-Kelley for the Stockton Chapter of Links recommendation.

Motion: Approve Consent Calendar item a. Approve Program Coordinators Recommendations for Letters of Intent with the above noted non participation as recorded by the clerk. (Gutierrez/Fujii; motion carried 8-0 with the exceptions as noted)

Item b. question was addressed by Lois Lang to the clarify a question on the 3 year funding vs 4 year funding. Differing information had been provided from the state and it was "discovered" that the funding is for 4 years.

Motion: Approve Consent Calendar item b. Approve Program Coordinators Recommendation for Additional Match Funds for School Readiness – Year 4 (Dei Rossi/Gutierrez; motion carried 8-0)

5. Committee Reports:

- a. Election – Recommendation for Election of New Officers
Commissioner de Polo presented the committee recommendations of Commissioner Fujii as Chair and Commissioner Vera as Vice Chair. Both Commissioners consented to the recommendation.

Motion: Approve Recommendation for Election of New Officers (Gutierrez/Flenoy-Kelley; motion carried 8-0)

- b. Planning - Recommendation to Approve Three Planning Grants
Commissioner Vera presented an overview of the Planning Committee meeting and the process to arrive at the recommendation. The selected priority topics are Exploring Prenatal Care, Unintentional Injuries and Early mental Health Services with the Program Coordinator continuing her communications with West Ed., the state TA center and other interested parties. The PC explained that Scopes of Work would be available when complete.

Motion: Recommendation to Approve Three Planning Grants (Snider/Gutierrez; motion carried 8 – 0)

- c. School Readiness
Commissioner Dei Rossi provided the committee report. No formal appeals have been received on the decisions for the School Readiness proposals and should be approved by the state by mid-June for a July 1st implementation date. Lois Lang is working with Harder + Co. on collection of outcomes data. As an Advisory Board to the Commission, the committee has some concerns for a smooth transition to commission staff at the end of Lang and Associates contract, and hopes they will have a say should the need arise to extend the contract, or the possibility of

utilizing Ms. Lang's skills beyond the term of the contract. Ms. Lang's contract expires at the end of June 2002. The committee is an advisory board to the Commission and there was a lot of discussion on the importance of the ability to retain Ms. Lang's services. May 3rd is the next meeting for the committee.

d. Evaluation

Chair Mitchell reported on the discussion of the core data elements and the need for a confidentiality protocol and the active informed consent of service recipients. Samples of other county protocols are being reviewed with the assistance of County Counsel.

6. Evaluation Session:

a. Harder + Co. Quarterly Report

Pablo Stansberry provided an overview of the 4th Quarterly Report received by the Commission, which summarizes the primary major evaluation activities to date, January through March, and updated the Commission on the types of data being received from the contractors. Interviews are being conducted with project staff and coordinators for input on successes and needs and will be compiled for the next quarters report. Cluster indicators are being designated, with CS&O, for the OCERS portion of the evaluation process. On going technical training needs on tools being used are being provided for contractors. Data is beginning to be collected and a "picture" of that data should be available to the Commission with the next quarter report in June. It was noted that all the instruments being used to collect data are available in the Program Coordinators office.

Discussion included the possibilities of a more expanded use of the Children and Families website for sharing information with the public.

7. For Information:

a. Public Comments

Jane Cook from Public Library shared thank you notes made by children in the Head Start program for the Training Wheels program.

b. Commissioner Comments

Thanks from the Commission for a job well done were heard for Chair Mitchell's term as Chair. Chair Mitchell reiterated that it has been a pleasure and acknowledged appreciation for the support and commitment exhibited by the Commission for the work it is doing.

8. Adjournment to **May 9, 2002, 7:00 a.m., Public Health Auditorium, 1601 Hazelton Ave, Stockton, CA**

Motion: Adjourn to next meeting (Gutierrez/Fujii; motion carried 8-0)